



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, May 26, 2020

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Present 6 - Charles Coleman; Ann Williams; John Street; David McClain; LJ Bryant and Joe Hafner

3. Approval of minutes

Present 6 - Charles Coleman; Ann Williams; John Street; David McClain; LJ Bryant and Joe Hafner

[MIN-20:045](#)

Minutes for the Finance Committee meeting on May 12, 2020.

Attachments: [Minutes](#)

A motion was made by Councilperson John Street, seconded by Councilperson David McClain, that this matter be Passed . The motion PASSED with the following vote.

Aye: 5 - Charles Coleman; Ann Williams; John Street; David McClain and LJ Bryant

4. New Business

ORDINANCES TO BE INTRODUCED

[ORD-20:020](#)

AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE A THREE-YEAR RENEWAL WITH ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC. (ESRI) FOR A SMALL PUBLIC SAFETY TERM ENTERPRISE LICENSE AGREEMENT, AND DECLARING AN EMERGENCY

Attachments: [Agreement, ESRI mapping software](#)

Councilmember David McClain asked if this should have been done in a resolution, and it looks like we are going to declare an emergency. So, are we going to wave the readings? Chief of Staff, Mike Downing explained that originally this was introduced as a resolution, and City Attorney, Carol Duncan indicated that it be brought as an ordinance, because the bidding is being waived. We originally thought that since it was \$16,500 a year that it would not meet the \$20,000 requirement. City Attorney Duncan indicated that because it was a three year contract and the accumulative amount was over the \$20,000 we had to do it as an ordinance. Councilmember McClain said, okay.

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

RESOLUTIONS TO BE INTRODUCED

[RES-20:060](#)

A RESOLUTION FOR THE CITY OF JONESBORO TO APPROVE THE 2020 ANNUAL ACTION PLAN THAT INCLUDES THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND CDBG-CV (COVID-19) ACTIVITIES AND BUDGET.

Sponsors: Grants

Attachments: [2020 Action Plan FINAL](#)
[CDBG 2020 Action Plan DRAFT](#)
[CDBG Application for Federal Assistance SF424](#)
[CDBG Application for Federal Assistance SF424 CDBG-CV](#)
[CDBG Assurances SF-424-D](#)
[CDBG Certifications, Covid19 portion](#)
[CDBG Certifications](#)

Chairman Joe Hafner commented that he knows that we are allowed to take a percentage of the funds and devote it to Administration. My only question would be on the CDBG-CV. Do we have to allocate the whole \$72,504.00 to Administration, or can part of that be re-allocated, so that our small businesses can have more money available to help them out?

Mayor Harold Perrin explained that normally we just do a certain percentage. We've done the same percentage for CDBG, and we will do the same as we have for the CDBG-CV. What I am most impressed with this CDBG-CV is that we will be able to do 21 or so loans at \$10,000.00 that people can apply for once this is approved by the Council, and that will help the small businesses. Mayor Harold Perrin went on to explain, that they just simply put the same percentage in there.

Chairman Joe Hafner said, that is what I thought, as I was reading through it. I thought that this is something we may want to consider if we approve it today. But, we can amend it on the Council floor if we need to before we vote on it. Mayor Perrin said, you can. In the Grants Department as they budget they just take a certain percentage for their administration to offset the cost of running the Grants Division. If for some reason they had a tremendous amount of loans that they applied for that far exceeded that twenty-one, I Don't know if they will or not, I know they probably discussed that in their advisory board meeting today. The reason is that a lot of the loans through the SBA is that some of those has been hitting Jonesboro now. It is up to you all on how you want to do this. Chairman Joe Hafner said, I just know that there are still quite a few businesses that still need help even with the assistance they have received, and if we could, I would rather devote more funds into that mini grant if we can. Deputy April Leggett advised the group that Regina Burkett, Grants Director was on the line now.

Community Development Director Regina Burkett said, we are using the salary for staff working, because we will be working on different applications, and for the administrative cost on that. It's going to put extra work on the staff that we have here in the office as we move forward. Because, we will be the ones taking the applications.

Councilmember David McClain said, Mr. Chairman if I may, the only question I have, and Mayor Perrin I hope you can help me out. We have the Veterans Village Facility that will be there, will that employee be a city employee? I know that we have talked about partnering with the Beck Pride Center, just for clarification will that be a city employee, or an Arkansas State University employee? Mayor Harold Perrin said that will be a facility that will actually be used by the Veterans themselves, like a day room, and things of that nature. We will have space inside of that facility for Beck Pride so that they can screen the Veterans for the things that they need. We felt like that that would be good for when we made our presentation to ADVA, is to have an Administrative Facility separate from the housing. The total cost of the facility is approximately \$360,000.00, which is a minor part, and we will have to try to get private contributions to pick up the balance on that.

Councilmember David McClain said, so we will have a Beck Pride person that will be housed there as well as another employee. Mayor Harold Perrin said, yes, a Beck Pride employee will be there as well as someone from the Craighead County Veterans Association will be able to use that as well, anything that will be tied to the Veterans will have office space there that they can use. To help our Veterans while they are living in the transitional housing. As far as a City Employee is concerned we will not have that. Because, the only thing we will have to do after that is strictly maintenance. We will be contacting people to sell these houses for naming rights, and the balance of that would go towards the facility.

Patti Lack, 4108Forrest Hill Road. I have a couple of questions. What is the percentage? I just heard you say that the Administration has a percentage that they get from these? What is the percentage that they get on the Administration cost on these grants? Community Development Director Regina Burkett said that it was 20%. Second question to you is, in regards to the CDBG Grant for \$360,000, and the \$362,000 grant money from the CDBG-CV, is all of this grant money that we are getting from all of these different types of relief funds, and grants going to be put in one account, or is it going to be put into separate accounts? We just want to know if we look in these accounts, we want to be able to see that the money is going to be spent for the proper things.

Community Development Director, Regina Burkett said, we will have separate accounts. Anyone that wants to come up and look at them they are more than welcome to do that. We will be keeping it in separate accounts for auditing purposes, and to ensure that the auditing is process runs smoothly. If anyone wants to see what we do in this department, as well as look over our financials you are welcome to come up, or we can meet you downstairs to abide by the Social Distance Directive, just call me and let me know and we will work something out.

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-20:061](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO ENTER INTO AN AGREEMENT WITH CRAIGHEAD COUNTY TO PROVIDE PROBATION SERVICES TO THE DISTRICT COURT AND THE PAYMENT OF SUCH SERVICES

Sponsors: City Attorney's Office and Police Department

Attachments: [Probation Agreement](#)

Chairman Joe Hafner commented, and said correct me if I say something wrong regarding this Mayor Perrin. This is what the Justice Network use to provide. This agreement has been in place now for the past two to three years. I really think this has worked out a lot better in doing it this way. Mayor Harold Perrin said, that is correct, in fact we will be the last one to sign, all other City Mayors have signed off on this agreement. But, you are right this does take the place of the Justice Network. This system does not get the person in a trap. The reason why it has taken us a little longer is that we have some additional work. I went back to Judge Fowler and Judge Bowling to ask if we could go up an additional \$5.00, and they had no problem in doing that nor did the other cities.

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-20:063](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO PROVIDE FOR THE EXECUTION AND MAINTENANCE OF A LETTER OF CREDIT TO BE ISSUED TO THE ARKANSAS DEPARTMENT OF ENERGY AND ENVIRONMENT, DIVISION OF ENVIRONMENTAL QUALITY (DEQ)

Sponsors: Finance, Engineering, Sanitation and Mayor's Office

Attachments: [ADEQ Emergency Order for Landfill](#)
[Closure Estimate, Jonesboro Class 4 Landfill](#)
[Irrevocable Standby Letter of Credit, Centennial Bank](#)

Councilmember John Street asked Mayor Harold Perrin if this was eligible for the 75% return from the Federal Government due to the tornado. Mayor Perrin said we are going to try to get some of that back. The estimated cost to do the two to three inch cap on that once it is closed out is somewhere around \$71,000 to \$72,000. That is why they are asking for a letter of credit for the \$63,000.00. Councilmember John Street said okay, I just was wondering if we would be eligible for that 75% return. Mayor Perrin said yes.

Chairman Joe Hafner asked Mayor Harold Perrin if we had any projections on when we might be able to re-purpose the Landfill property. I've seen where other cities have re-purposed landfills for things like bike trails and different things. Mayor Perrin said we will file to close the facility. It will not be like this agreement because it is not like the one we had before where a class 1, and class 4 were tied together. This one should be very easy because, there no burning flares, or garbage in there, I would say that probably within a year or so we will be able to use this land again for anything else we wanted. Chairman Joe Hafner said, okay. I was talking about the whole landfill in general, and not just this new part that got used. I just know that other cities have put such things as golf courses, BMX bike trails, and just different things on land like this.

Mayor Perrin said the one that we have, what I call the old landfill, where the Public Works facilities used to be, because of the mixture of class 1 and 4, and the flare of the methane gas, they check that monthly, and give us a report, then at the end of the year they give us a final report that shows what they think of the gas that has been pulled off of there. I am going to say that you are looking at another fifteen to twenty

years before you can ever use that property and we knew that going in after we discovered that it was a 1 and 4 class combined. Chairman Hafner said okay.

A motion was made by Councilperson John Street, seconded by Councilperson LJ Bryant, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-20:064](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO APPLY FOR THE U.S. DEPARTMENT OF COMMERCE, ECONOMIC DEVELOPMENT ADMINISTRATION ("EDA") FY 2020 PUBLIC WORKS AND ECONOMIC ADJUSTMENT ASSISTANCE GRANT ("GRANT")

Sponsors: Grants

Attachments: [Workspace Form for EDA rail expansion grant](#)

Mayor Harold Perrin said to Chairman Joe Hafner on the \$509,650.00. I have spoken to Chris Caldwell at the Delta Regional Authority, and Regina Burkett, the Director of Community Development also spoke with Mr. Caldwell too. The grant has been submitted to ask for the full \$509,650.00. Mayor Perrin said in speaking with Mr. Caldwell this is the type of grants they want because, it will increase economic development with the rail spur going into the Industrial Park. Chairman Joe Hafner said okay. This is a project I know that has been discussed quite a bit. I know that Craig Light, Chief of Engineering has updated us before, and this is a great addition to the Industrial Park. Councilmember David McClain asked Mayor Perrin if we have already applied to the DRA for the matching portion. Mayor Perrin said, yes.

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-20:065](#)

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO AMEND THE CITY 2020 BUDGET TO ADD ONE ADDITIONAL CODE ENFORCEMENT OFFICER POSITION

Sponsors: Code Enforcement

Mayor Harold Perrin commented that when Johnathan Smith, the Land Bank Director moved, I met with Planning Director Derrel Smith, that department is willing to take over the part that Johnathan Smith was doing, and that will be a salary saving cost of about \$53,000.00 annually. We are in need of another Code Enforcement Officer. The Boarding ordinance that we added will fall to the Code Enforcement Department. As you all well know the town has grown by 16%. So, we need this Code Enforcement Officer for the size of the city. Chairman Joe Hafner agreed in that there will be enough work to keep them busy. Councilmember Dr. Charles Coleman agreed and said, I actually think we need more than one new Code Enforcement Officer, with hopes to maybe add another one later. With the growth of this city, we just do not have enough Code Enforcement Officers. Mike Tyner, Director of Code Enforcement said, absolutely the position is needed. I have got the city broken down into four different sections, and I only have one Code Enforcement Officer per section. You are looking at four Officers covering eighty-plus square miles of city. We are running anywhere from four to five hundred cases per month, and that is not even keeping up.

Chairman Joe Hafner asked Councilmember David McClain what his question was. Councilmember McClain asked, what happens to the Land Bank now. Mayor Harold Perrin said the Land Bank will still be there, and Chairman Bob Warner of the Land Bank Board came in and met with the Planning Department and myself. The lien process that Johnathan Smith was doing will be transferred to the City Collectors Office, which is where it really should be anyway because they work with the County to make sure the liens are filed properly. It's going to be a more effective and efficient way to handle those liens. Because of the COVID-19, unless land is transferred in or given to the city, we felt like, at least for now we would have no need for a Director for the Land Bank. Again, Derrel Smith, Planning Director will pick up those responsibilities, and will attend all of the Land Bank meetings. That will not stop at all.

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-20:066](#)

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A FACILITY USAGE AGREEMENT WITH JONESBORO JETS, INC.

Sponsors: JETS

Attachments: [JETS 2020 Agreement](#)

Councilmember John Street commented this is the standard agreement we've always had with the JETS Swim Program, and that this is just an annual continuation of that agreement. Chairman Joe Hafner said, that is correct.

A motion was made by Councilperson John Street, seconded by Councilperson David McClain, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

5. Pending Items

6. Other Business

Mayor Harold Perrin said, just one quick update, and you should have gotten it in your packets. On the May sales tax report we are up \$614,767.00 compared to last year, and \$527,707.00 compared to budget which is good. Keep in mind that your May figures are from March. You will see starting in June the decrease we have been talking about since the pandemic started. We may see this decline all the way into October. Councilmember David McClain asked do you think we will be able to see a report showing the decline in sales tax numbers that COVID-19 has cost the city in terms of revenue. Mayor Harold Perrin said, we actually have the line item numbers that we have filed with FEMA to try and collect on the 75%. When we get that we will actually be able to show that as well as the monthly decrease. I believe the number we submitted to FEMA was around \$800,000. If we get 75% of that back then we would be out about \$200,000 to \$300,000. Then depending on what the loss of revenue is on sales tax, A&P, ABC Tax, and Parks Department revenues will certainly be down. Chairman Joe Hafner said, the city had a double hit with the COVID pandemic and the tornado that shut a lot of businesses down.

7. Public Comments

8. Adjournment

A motion was made by Councilperson LJ Bryant, seconded by Councilperson LJ Bryant, that this meeting be Adjourned . The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant